

Instruction for completion of “Annual Deviation Report” Form

(Applicable to all plating and polishing operations)

General

This form may be used to comply with the annual reporting requirements in 10.9.2 of Regulation 1138. The use of this form is optional. However, other means of reporting deviations must be prepared according to the applicable requirements under 10.9.2 of Regulation 1138.

This “Annual Deviation Report” form may be used to identify all deviations that occurred during the reporting period. If more than two (2) deviations occurred, the owner or operator should use and attach page 2 to the “Annual Deviation Report”.

Required Report Submittal Date

If a deviation occurred during the reporting year, the owner or operator shall complete and submit the “Annual Deviation Report” to the Department (with copy to the U.S Environmental Protection Agency) no later than January 31 of the year following the reporting period. The owner or operator shall also submit the “Annual Compliance Certification Report” at the same time.

Examples of submittal dates

- If the affected sources are new or reconstructed sources that had their initial startup before November 11, 2009, the initial “Annual Deviation Report” must be submitted, if a deviation occurred, no later than January 31, 2010 for the reporting period of November 11, 2009 to December 31, 2009.
- If the affected sources are new or reconstructed sources that had their initial startup on or after November 11, 2009, the initial “Annual Deviation Report” must be submitted, if a deviation occurred, no later than January 31 of the year following their initial startup.
- If the affected sources are existing sources, the initial “Annual Deviation Report” must be submitted, if a deviation occurred, no later than January 31, 2011 for the reporting period of July 1, 2010 to December 31, 2010.

The addresses for these submittals are provided below and in Item 6 of the “Annual Deviation Report” form.

Items 1 and 2

Provide the name and physical location of the plating and polishing facility.

Items 3

Identify the owner or operator of the plating and polishing facility, identified in Items 1 and 2.

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(Continued)

Item 4

The owner or operator of the plating and polishing facility shall list all deviations that occurred at the facility during the reporting period. The owner or operator shall provide the following information for each deviation:

- The date the deviation occurred,
- The affected source in which the deviation occurred,
- A brief description of the deviation, and
- The corrective actions taken to bring the affected source back into compliance with Section 10 of Regulation 1138.

If more than the two (2) deviations (allowed for on this form) occur, the owner or operator should use multiple copies of page 2 and attach these additional pages to the “Annual Deviation Report” form.

Item 5a

The owner or operator of the plating and polishing facility certifies that the “Annual Deviation Report” is true and accurate, as demonstrated by the completion of Item 5b.

Item 5b

The owner or operator of the plating and polishing facility signs the form to certify the truth and accuracy of the report.

Item 6

If any deviation occurred during the reporting period, the owner or operator is required to complete an “Annual Deviation Report” and to submit both the “Annual Compliance Certification Report” and the “Annual Deviation Report” by January 31 of the year following the reporting period.

The owner or operator must submit these two reports to the Department of Natural Resources and Environmental Control (with copies to the U.S. Environmental Protection Agency) at the addresses provided below and in Item 6 of the form. The owner or operator should keep copies of the two completed reports in accordance with the recordkeeping requirements in 10.10.1.1 of Regulation 1138.

Submit the Notification of Compliance Status to the following addresses

Delaware Department of Natural Resources and
Environmental Control
Administrator, Air Quality Management
156 S. State Street
Dover, DE 19901

U. S. Environmental Protection Agency
Director, Air Protection Division
1650 Arch Street
Philadelphia, PA 19103

<h2 style="margin: 0;"><u>Annual Deviation Report</u></h2> <p style="margin: 5px 0;">For the reporting period ending December 31, _____</p> <h3 style="margin: 0;">Regulation 1138 – Section 10</h3> <p style="margin: 0;">Emission Standards for Area Source Plating and Polishing Operations</p>	<p>For all plating and polishing operations</p>
<p>Submittal Date: The “Annual Deviation Report”, if required, must be submitted no later than January 31 of the year following the reporting period.</p>	
<p>[1] Name of the plating and polishing facility:</p>	
<p>[2] Physical location:</p> <p style="margin-left: 40px;">Street Address: _____</p> <p style="margin-left: 40px;">City, State, Zip Code: _____</p>	
<p>[3] Name of Owner or Operator:</p>	
<p>[4] List all deviations that occurred during the reporting period. Provide the date of occurrence, the affected source, a brief description of the deviation and the corrective actions taken.</p> <p style="margin-top: 10px;">If additional entries are required, continue on page 2 and attach it to this report.</p>	
<p><u>Date</u></p>	<p><u>Affected source</u></p>
<p>Description of Deviation</p>	
<p><u>Corrective Actions Taken</u></p>	
<p><u>Date</u></p>	<p><u>Affected source</u></p>
<p>Description of Deviation</p>	
<p><u>Corrective Actions Taken</u></p>	
<p>[5] <u>Report Certification</u></p>	
<p>a I certify that all the information contained in this report is true and accurate.</p>	
<p>b</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Signature: _____</p> <p>Title/Position: _____</p> <p>Printed Name: _____</p> </div> <div style="width: 35%;"> <p>Date : _____</p> <p>Telephone No: _____</p> </div> </div>	
<p>[6] If a deviation occurred during the reporting period, the owner or operator must submit the “Annual Compliance Certification Report” and this “Annual Deviation Report” to the following agencies by the submittal date provided above. Remember to keep a copy of both the annual the “Annual Compliance Certification Report” and this “Annual Deviation Report”.</p>	
<div style="border: 1px solid black; padding: 5px;"> <p>Delaware Department of Natural Resources and Environmental Control Administrator, Air Quality Management 156 S. State Street Dover, DE 19901</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>U. S. Environmental Protection Agency Director, Air Protection Division 1650 Arch Street Philadelphia, PA 19103</p> </div>

<h2 style="text-align: center;"><u>Annual Deviation Report</u></h2> <p style="text-align: center;">For the reporting period ending December 31, _____</p> <h3 style="text-align: center;">Regulation 1138 – Section 10</h3> <p style="text-align: center;">Emission Standards for Area Source Plating and Polishing Operations</p>		<p>For all plating and polishing operations</p>
<p>Name of the plating and polishing facility:</p>		
<u>Date</u>	<u>Affected source</u>	Description of Deviation
<u>Corrective Actions Taken</u>		
<u>Date</u>	<u>Affected source</u>	Description of Deviation
<u>Corrective Actions Taken</u>		
<u>Date</u>	<u>Affected source</u>	Description of Deviation
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<u>Corrective Actions Taken</u>		